

# Summer Camp Leader's Meeting

McNeil Scout Ranch at Peaceful Valley

February 19, 2025





# Tonight's Meeting

We will be going through the content regarding the Leader's Guide.

If you have questions, please type them into the chat. We will respond either in person in the meeting, or via chat.

This meeting is being recorded. It will help with the quality if everyone uses the "mute" option in Zoom. Thanks!

At the end, we will take any additional questions you have.



# Meet The Team

- Jack Loats, Ranch Director
- Amy Bechtel, Program Director
- Kaitlyn Mearing & Meg Enright, Assistant Program Directors
- John Braselton, Camping Specialist
- JoLynne Conrad, Program Team Administrative Specialist



# Safety Moment – Campout Safety Checklist

## • GENERAL INFORMATION

- Camping can be enjoyable in almost any area—from the backcountry to summer camp, as well as national high-adventure bases, to name a few. When you decide on a camping trip, you need to consider who, what, where, when, how, and why.
- Here are a few items to check off on your Campout Safety Checklist:
- **Documentation Needed**—This includes medical records, guidebooks, and permission slips. A Scout leader can ensure your safety as well as his or her own when you are both better informed of any limitations, hazards, or permissions.
- **Training**—General training, such as Youth Protection training, CPR/first aid, and Hazardous Weather, or specific training, such as Trek Safety or Wilderness First Aid, gives you the confidence to know what to do in the event of an emergency.
- **Planning**—Planning is important. Become familiar with your campsite location and do some research about the weather, licensing/permit requirements, and project or activity guidelines so you can be prepared.
- **Equipment**—Plan for vehicles involved or tools necessary for your camping experience. Also consider trailer requirements and first-aid or emergency kits.
- **Emergency Planning**—A prepared Scout is a confident Scout. Keep a cellphone handy as well as a list of local authorities (fire department, police, hospitals, etc.) in case an emergency occurs, such as inclement weather or a lost Scout. If you are in the backcountry, canyons, or a remote location, coverage may be one to two hours away. A GPS tracking/messaging device is helpful in these locations.
- **Program**—Know your program. There should be age-appropriate activities, safety equipment, proper supervision, and a discussion on potential hazards.



# Facility Improvements & Updates

- Zip Line – The tower is completed, testing has been conducted, and inspections are planned for April! Looking Promising!
- New roads and trails.
- New camp museum courtesy of the PVAA.
- New campsites are underway, and progress is looking good!
- More Improvements to the Range!



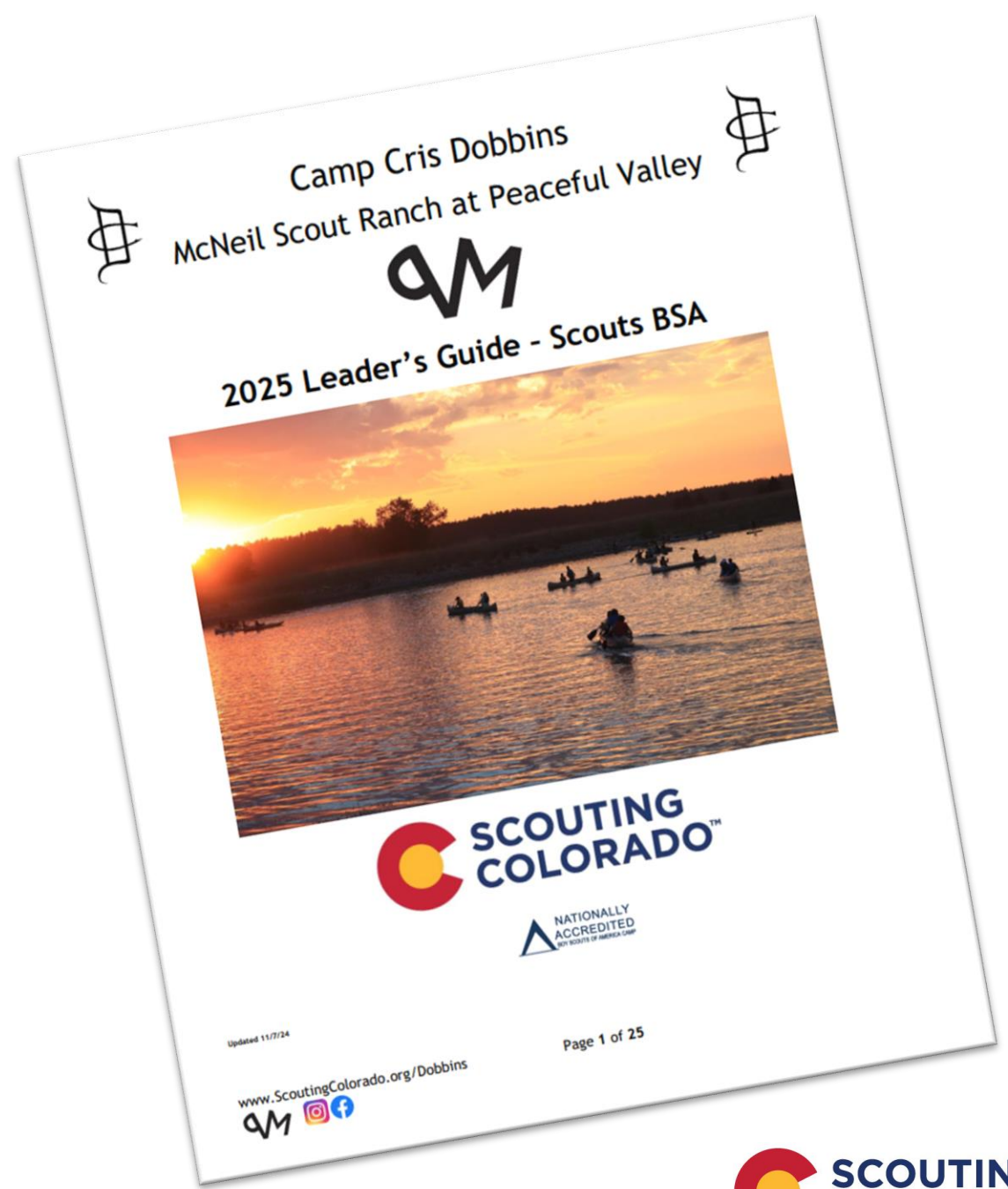


# Leader's Guide

- [ScoutingColorado.org/Dobbins](https://ScoutingColorado.org/Dobbins)



Camp Cris Dobbins 2025 Leader's Guide





# Guiding Principals of McNeil Scout Ranch

- Safety
- Mission
- Guest Service
- Excellence
- Ownership
- Integrity







# Timeline: Page 4-5

## FEBRUARY:

- February 1<sup>st</sup> - 40% of Registration Due.
- If possible, complete unit swim checks at the unit level. Complete the form.
- Review Leader's Guide.
- Sign up leaders that are **planning** camp for text message alerts.

## MARCH:

- March 1<sup>st</sup> - 60% of Registration Due.
- All registered participants will be loaded into CampDoc and notified that they need to complete their medical forms.
  - Ensure you have access to see all of your unit that is attending camp in CampDoc. If you cannot, email JoLynne.Conrad@Scouting.org.
  - Audit the list in CampDoc. If you are missing participants, register them in Doubleknot and notify JoLynne Conrad that they need to be added to CampDoc at jolynne.conrad@scouting.org. If you have someone that is not attending, email JoLynne to have them removed.
- Review Program Guide.
- Provide program (merit badges & classes) information from the Program Guide to Scouts. Collect their 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> choices for each merit badge period. Here is a helpful choice collection form.
- If possible, complete unit swim checks at the unit level. Complete the form.



# Camperships: Page 8

## Camperships

Scouting Colorado strongly believes “no youth shall be denied a program experience because of lack of funds.” **However, every effort must be made by applicants to “earn their own way.”** Camperships are available to Scouting Colorado registered youth to attend summer camp and other select programs. Camperships are awarded up to 25% of the activity fee. The Campership form and more information can be found at [www.ScoutingColorado.org/Dobbins](http://www.ScoutingColorado.org/Dobbins) and must be submitted 30 days in advance of the event. No funds will be granted after the event. The Campership program is available for Scouting Colorado registered Scouts only.

## Camp Cards

Scouting Colorado Scouts are encouraged to sell Camp Cards to raise funds to attend summer camp. More information: <https://scoutingcolorado.org/giving/unit-fundraising/camp-cards/>.



# CampDoc x Medical Forms

- We use **electronic medical forms** (CampDoc). No paper copies will be accepted.
- Using the information you provided in registration; we make an account for every person coming to camp. A parent/guardian email is required for this account.
  - Parents/Guardians/Adult Leaders get sent an email inviting them to complete the forms. They are required to complete them.
  - The person planning summer camp can check progress in the system to make sure the forms are being completed.
- **CampDoc will be available in March.**



# CampDoc x Medical Forms

## Youth Camper Checklist

- ✓ BSA Medical Form Parts A & B (Built In To CampDoc)
- ✓ BSA Medical Form Part C - Physical Evaluation within 1 year (Print, Fill Out & Sign, Scan to CampDoc)
  - *The physical must be within one year and cannot “expire” during camp. No exceptions.*
- ✓ Copy of Insurance Card (front and back) (Upload photo or scan to CampDoc)
  - *For Tri-Care please submit a Proof of Coverage letter.*
- ✓ Colorado Addendum: Immunizations (Print or Download, Fill Out, Scan to CampDoc)
  - This form does need to be signed by a doctor.
- ✓ Colorado Addendum: Additional Information (Built In To CampDoc)
- ✓ Colorado Addendum: Contract to Carry (only for youth carrying emergency meds)
- ✓ Special Diet Request Form - If applicable



# CampDoc x Medical Forms

## Adult Camper Checklist

- ✓ BSA Medical Form Parts A & B (Built In To CampDoc)
- ✓ BSA Medical Form Part C - Physical Evaluation within 1 year (Print, Fill Out & Sign, Scan to CampDoc)
  - *The physical must be within one year and cannot “expire” during camp. No exceptions.*
- ✓ Copy of Insurance Card (front and back) (Upload photo or scan to CampDoc)
  - *For Tri-Care please submit a Proof of Coverage letter.*
- ✓ Youth Protection Training Certificate - Upload to CampDoc
- ✓ BSA Membership verification - Upload to CampDoc
- ✓ Special Diet Request Form - If applicable

## Whole Unit Checklist (Bring this to Check-In on the First Day of Camp)

- ✓ Swim Classification Record (if completed before camp)
- ✓ Unit Arrival Roster and Seatbelt Inventory (can be completed at check-in)
- ✓ Check made out to the Greater Colorado Council for any unpaid registration fees
- ✓ Family Night visitor count




# Pop Quiz #1



When will  
CampDoc open  
for the season?



# Swim Classifications

- You have the option to complete the swim test prior to camp. **This is recommended, if you can.**
- Instructions and requirements. 
- Conducted by: Aquatics Instructor, BSA; BSA Lifeguard; BSA Swimming and Water Rescue; or other lifeguard, swimming instructor etc.
- The camp has the authority to re-test anyone.



Unit Swim Classification Record



# Communication Prior to Camp – Page 10

- Text message alerts – MSR uses a system that adult leaders can opt-in to receiving text messages with important information. At camp, important information will be shared including emergency information.
- To sign up, text the code below including the '@' to 81010.
  - Week 1: @ DOBW1
  - Week 2: @ DOBW2
  - Week 3: @ DOBW3
  - Week 4: @ DOBW4
  - Week 5: @ DOBW5





# Check-In Process – Page 11

- We use staggered arrival times to prevent long lines.
  - We prefer you to arrive at your scheduled time.
- You can find your campsite assignment on your registration.
- **Only 1 vehicle may drive to the campsite at a time. Only a trailer may stay in the campsite.**
  - Upon arrival to camp, load all your gear into one vehicle/trailer.

Creede, Santa Fe, Sedalia, Victor, Campsite A	1:00pm
Dodge, Wichita, Deadwood, Stillwater	1:30pm
Ogallala, Abilene, El Paso, Raton	2:00pm
Cripple Creek, Laredo, Campsite B	2:30pm

Please do your best to have all vehicles in your unit arrive at the same time.



## Pop Quiz #2

How many vehicles  
may stay in the  
campsite during  
the week?





# Parent's Page – Page 12

- Provide a copy of this page to your parent's, especially new ones!
- Provides important contact information and what to do in an emergency.
- Make sure you fill out the unit specific information.

**Parent's Camp Information Page - Provide this page to Parents!**  
22799 N. Elbert Road, Elbert, CO 80106  
*NOTE: Some GPS units will not take you to the correct place once you are near the ranch.*

**Camp Contact Information**  
303-648-3023 (Main Line, General Questions and Needs - No Camper Messages!)  
720-960-8011 (Health Lodge - Monitored 24/6)

**McNeilScoutRanch@Scouting.org** (Monitored During Business Hours - NO Emergency or Camper Messages!)  
**MSRHealth@Scouting.org** (Monitored During Business Hours - For all Health-Related Questions - NO Emergency or Camper Messages!)

**Camper Packages/Mail**  
Camper Name / Troop # / Week #  
McNeil Scout Ranch  
22799 N. Elbert Road | P.O. Box 97  
Elbert, CO 80106  
*\*\*NOTE: Mail takes longer to rural areas, so please send in advance to ensure delivery while your Scout is at camp! Mail is delivered to the unit mailbox in HQ. Unit Adults must distribute mail. Mail received late will be returned to the sender.*

Your Scout's Troop Number:	
Your Scout's Adult Driver to Camp Name & Cell Phone Number:	
Your Scout's Adult On-Site Scoutmaster Name & Cell Phone Number:	
Your Scout's Adult On-Site Secondary Scoutmaster Name & Cell Phone Number:	

**IN AN EMERGENCY:**

- STAY HOME. DO NOT COME TO CAMP.** It is the natural instinct for parents and guardians to come to their children during an emergency. Coming to camp will block or delay first responders and camp staff in their work. Additionally, you won't be allowed to enter the camp.
- STAY INFORMED. DO NOT CALL THE CAMP.** All up-to-date information will be emailed to the parents/guardians listed in CampDoc. Additionally, information will be posted to the Camp and Council social media accounts. Do not call the camp, as that will tie up the limited phone lines available.
- BE READY.** Be prepared to follow instructions from the Scouting Colorado if needed. If applicable, this will include Reunification information.

[www.ScoutingColorado.org/Dobbins](http://www.ScoutingColorado.org/Dobbins)

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# Camp Policies and Procedures –

## Page 13

### Campsite Rules and Accommodations

**Tents/Cots** - It is recommended that campers bring their own tents and cots or sleeping pads to increase comfort while at camp. Canvas wall tents are provided upon request. If your unit would like the camp to provide tents, please submit your request prior to camp. The request form is due 11-days before your arrival. No cots are provided from the camp. [Click here for the tent request form](#). Please only submit your final request numbers to the form. **NO FLAMES IN TENTS.**

**Sleeping Arrangements** - **Separate accommodations for adult males and females and youth males and females are required. Additionally, youth may not be more than two years apart in age.** All youth and adults must tent separately, including families. Spouses may share tents. [More information from the Guide to Safe Scouting](#).

**Latrines** - Each campsite has a vault latrine or flush toilets located conveniently in the campsite. There are flush toilets available for Scouts only during mealtimes in the dining hall. **Adults** may use flush toilets at the shower house or in Gilwell Hall.

**Showers** - Warm showers are available for Scouts to use in each campsite. It is recommended that Scouts shower at least every other day. **Adults** may use showers in the shower house or in Gilwell Hall. Units must develop a shower schedule in the campsite and adhere to it. This would designate times for youth males, youth females, adult males, and adult females.



# Camp Policies and Procedures – Page 13

**ADA Campsite and Accommodations** - There is an ADA campsite that is available for those that need it. If a Scout or Adult needs some extra help or accommodation, please email the Camp Director, Jack Loats, prior to camp to discuss your needs.



**Electricity at the Campsite** - There is one GFCI outlet in each latrine that can be used for purposes such as CPAP machines or other essential needs. Campers must bring their own extension cords.

**Supervision in Campsites - Camp Staff** - Along with adult supervision, Colorado laws require us to have a camp staff member located near your campsite. These staff members will be staying in grey tents and will have a light on the outside of the tent on at night. If you need any assistance at night, please see this staff member.

**Supervision in Camp - Adults** - We will provide a reflective stake at check in. Please place this outside the main Scoutmaster's tent for easy identification.

Adults are responsible for the youth in their unit while at camp. Adults are “*parents to all*” while in camp. As an adult leader, you are responsible for ensuring that youth are safe. This includes making sure they are following the rules, taking medications on time, and receiving meals. Additionally, adults must help ensure youth get to and from activities on time.

Any adult in camp can help enforce camp rules in a respectful manner to any youth. If you experience issues from a youth member in another unit, please reach out to their unit adults or contact camp management.

[More information from the Guide to Safe Scouting.](#)



# Policies and Procedures – Page 14

**Flags and Pioneering Structures** - Flag poles are provided in most campsites, and units are allowed to raise Scouting related, state or country flags. Please no outside organization, movements, brands, commercial or humorous flags. Camp Management has the right to remove any flags flying or posted in the campsites that do not meet these guidelines. Units may bring pioneering equipment to construct structures in the campsite as long as they follow BSA guidelines. No supplies are provided by the camp.

**Fires** - Elbert County has a fire-ban during the summer months. Due to this, **no fires** will be allowed in the campsites. Propane use for cooking will be allowed. No flames in tents. No fireworks of any type.



**Campsite Trash Removal** - Daily trash removal will occur at each campsite. Please place  tied bags at the driving entrance to your campsite at the road. (Make sure it is visible) Do not block the main road. **Place trash out BEFORE evening flags**. Trash will be picked up during dinner time. Do not leave trash out overnight. All trash must be placed in a troop trailer or vehicle to not attract critters.

**Campsite Cleaning Supplies** - All unit(s) in each campsite are responsible for the daily cleaning of their latrine. The camp provides brooms, a hose, trash bags, disinfectant cleaner, toilet paper, paper towels, hand soap and hand sanitizer. If your campsite is low or missing any supplies, notify your campsite host and/or the Camp Commissioner. **Due to state regulations DO NOT bring or use your own cleaning chemicals.**



# Policies and Procedures – Page 14

**Hammocks in Camp** - Please follow the Guide to Safe Scouting on [hammock use in camp](#). Hammocks cannot be “stacked” and the lowest point on the hammock cannot be higher than three feet off the ground to prevent injuries.

**Campsite Hosts** - Each campsite will be assigned a Campsite Host. A Campsite Host is a staff member that acts as a resource to your campsite from the camp. Campsite hosts will check you in and out of the campsite. The host will do a walk through with the Scoutmaster and SPL at check in to note any existing issues or damage and will do the check-out walk through to note any new issues or damage. Hosts are responsible for ensuring latrines are stocked adequately with toilet paper, paper towels, soap, hand sanitizer and cleaning supplies.



## Ranch Rules – Page 15

1. All youth and adults must be registered members of Scouting America. All adults must have current Youth Protection training.
2. Uniforms – Activity uniforms are always appropriate. Field uniforms are requested at evening flags, dinner, and evening program. **Closed toed shoes are required.**
3. **We do not tolerate harassment, bullying, or inappropriate language at camp.**
4. Unit leaders are responsible for discipline within their unit.
5. The camp has the right to remove any person from the property.
6. **Tobacco-Free – per state law. No tobacco products on camp.**
7. No fires or fireworks.
8. No weapons or firearms.





## Ranch Rules – Page 16

9. Units may be charged fines for damage to the property.
10. No Pets or animals, except service animals. No emotional support animals.
11. Please respect wildlife on the property.
12. Bikes are allowed, helmets must be worn and lights required at night. Do not ride on walking trails.
- 13. ALL YOUTH MUST FOLLOW THE BUDDY SYSTEM AT ALL TIMES.**



## Pop Quiz #3



Can youth wear  
crocs all around  
camp?



# Dining Hall and Food Service –

## Page 17

- Meals are in the dining hall, served cafeteria style.
- Kapers – for Breakfast and Dinner, each unit must send 1 Scout for every 8 in the unit, with a minimum of two to help set up the meal 15 minutes prior.
- Lunch service is “come in the door and grab a plate”. No Kapers needed.
- Patrol cooking in the campsite is available weeks 1 and 3 only. Contact Jack Loats, Camp Director to discuss this option.
- Our kitchen can accommodate most common special diets. This includes gluten free, vegetarian, vegan, dairy free and specific omissions. **Fill out the form 3 weeks before camp!**
  - We cannot accommodate Kosher or other complex diets. If this applies to you, you can bring food and store it in the kitchen. Contact us to discuss more.



# Youth Protection

- **It is required that all adults who attend camp have current, unexpired Youth Protection training.**
- Adults will upload a copy of Youth Protection training certificate AND membership card to CampDoc.
- **We are all mandatory reporters** – If you suspect child abuse or neglect at camp, notify the Camp Director immediately. They will guide you through the next steps of making a report.



## True or False?

Adults attending camp only need to provide a copy of their Youth Protection certificate, and nothing else?

(not including medical forms)





# Medical Information – Page 20

- Safety is a top priority at McNeil Scout Ranch.
- The ranch maintains a well-stocked health lodge to provide limited medical care while you are at camp.
- The ranch also employs a team trained to respond to mental health issues while at camp.
- **In an emergency, contact the nearest staff member. We can provide care and quicker communication with local EMS.**

<u>General Health Lodge Hours</u>	<u>General Medication Administration Times</u>
Daily 8:00am to 9:30pm - “Clinic Needs” <i>(Think beyond basic first aid)</i>  9:30pm-8:00am Emergencies Only <i>(Think what you would call 911 for or go to the ER for)</i>	Morning Meds: 6:30am-8:30am Lunch Meds: 11:30am-1:00pm Dinner Meds: 5:30pm-7:30pm Bedtime Meds: 8:30pm-9:30pm <i>Meds are dispensed only at these times. Meds will not be dispensed at any other time unless the medication calls for another time.</i>
When in doubt, stop by the med lodge. The Health Staff are always happy to help. <i>(Except after 10pm, please only emergencies!)</i>	



# YOUTH Medications – Page 21

- Meds for youth are dispensed by Health Staff, at the med lodge, during designated times.
- Over-the-Counter (OTC)
  - The camp provides a stock of OTC's, for free. Just stop by! It is not necessary to bring them to camp.
- Prescriptions
  - All medications must be kept and administered by the Health Team.
  - Must be in original container. (No pill organizers)
  - Emergency medications (inhaler, epi pen) can be carried, with a completed Contract to Carry form.
  - No medical marijuana or herbal supplements.



# ADULT Medications

- Over-the-Counter (OTC's) are available at the health lodge, free of charge.
- You can hold on to your medications.
- **All medications must be secure. Locked in a vehicle, lockbox etc. They cannot be accessible to youth.**
- **You may NOT dispense any medications, including OTC's, to any youth.**





# Emergency Procedures – Page 22

- 5 Actions you need to know.
  - **HOLD!** – Stay where you are at.
  - **SECURE!** – Situation off camp, nobody in or out. Business as usual.
  - **LOCKDOWN!** – Situation on camp, Locks, Lights, Out of Sight!
  - **EVACUATE!** – Evacuating the area, assembling in one safe location. Does not mean we are evacuating the ranch.
  - **SHELTER!** – For a hazard, using a safety strategy.
  
- There will be a drill and explanation, Sunday.





## Pro Tips! Page 23

- **Cell Service** – AT&T is great, others are have limited data.
- **Wifi** – Limited wifi available for adults – **DO NOT COUNT ON OUR WIFI FOR WORK.**
- **Arriving Together** – Consider stopping in Elizabeth or Falcon to gather vehicles to arrive about the same time.
- **Troop Mailboxes** – Each unit will have a mailbox in HQ. Please check regularly for notes from staff.
- **Lost and Found** – One lost and found is maintained at HQ.
- **Charging Availability** – Outlets are available in various common spaces. Consider battery packs to help keep a charge.



# Trading Post

- The camp maintains a well-stocked trading post with souvenirs and concession items.
  - Camp branded items
  - Scouting Colorado branded items
  - Camp necessities
  - Concessions
- We suggest each Scout brings \$100 for these items.
- We accept cash, credit, and contactless payments (apple pay).
- What items would you like to see in the store?





# Family Night



- On Friday night, families are encouraged to come to camp for dinner and campfire.
- Tickets are \$10 each and can be purchased online ahead of time.
- **No overnight stays.**
- **No animals.**



# Helpful Documents – Page 25

- Please review the helpful documents page for more information and to make your camp stay more organized.





# Whitewater Rafting

- Take your unit rafting on the Wednesday free day at camp!
- \$90\* (includes tip!)
  - *Retail is \$95 + tip*
- You must provide your own transportation to and from.

\*Price is still being negotiated with the vendor.





# Know anyone looking for a summer job?



**COUNSELOR IN TRAINING PROGRAM**  
IT'S BACK THIS SUMMER!  
MUST BE 15 YEARS OF AGE OR OLDER / LEARN HOW TO BE A GREAT CAMP STAFFER!  
SIGN UP AT: [WWW.ScoutingCOLORADO.ORG/CAMPSTAFF](http://WWW.ScoutingCOLORADO.ORG/CAMPSTAFF)



Searching for  
*Camp Staff*

Let's Help Make a Difference!

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[ScoutingColorado.org/camps](http://ScoutingColorado.org/camps)



TAKE YOUR UNIT TO THE NEXT LEVEL



# WOOD BADGE 2025

## COURSE INFORMATION

March 28-30  
April 12-13

Course Director:  
Toby Williams  
303.229.9909



[woodbadgeoneheart@gmail.com](mailto:woodbadgeoneheart@gmail.com)

## What is Wood Badge?

Wood Badge Training was begun by Baden Powell in 1919 as a way to ensure that the leaders of Scout Units were properly trained. Since then, Wood Badge has been held worldwide, providing advance leadership training to thousands of Scout leaders.

Wood Badge builds upon the best traditions and experiences of Scouts BSA and, also draws from a wide range of courses within and beyond the bounds of Scouting to present the latest in leadership theory and team development.







# Coming Soon!



- Program Guide
  - Coming by the end of the month
  - Includes our merit badge offerings
- Next Leader's Meeting
  - March 19<sup>th</sup> at 7pm



**BIG ANNOUNCEMENT...**



**BIG ANNOUNCEMENT...**



**X**





# Contact Us! Questions?

[www.ScoutingColorado.org/Dobbins](http://www.ScoutingColorado.org/Dobbins)

**General** McNeilScoutRanch@Scouting.org

**Health Team** MSRHealth@Scouting.org

**Camp Director** Jack.Loats@Scouting.org

**Program Team** MSRDobbinsProgram@Scouting.org

**Camping Specialist** John.Braselton@Scouting.org

**Registration** JoLynne.Conrad@Scouting.org